

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: February 16, 2023
Classification: Executive Assistant	Position #:673-920-1728-001
Division/Office: Sustainable Transportation and Communities Division	CBID:
Section: Administrative Analysis Section	
Supervisor Name: Rachel Kirlis	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input checked="" type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

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Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION: The Sustainable Transportation and Communities Division (STCD) uses multi-disciplinary teams to integrate data, research, planning, regulations, and incentives to establish rules, regulations and guidance to bring about zero-emission communities that provide a range of affordable housing and transportation options that drive electrification, reduce vehicle miles traveled, and meet community needs in a manner that promotes equity, access to opportunity, and community resiliency.

CONCEPT OF POSITION: Under the general direction of the Staff Services Manager I, the Executive Assistant will provide administrative support to the Division Office including scheduling meetings, preparing and tracking assignments, making travel arrangements, and coordinating with other branches, divisions, the Executive Office and external stakeholders. Good judgment and the ability to communicate effectively is of primary importance at this level. In addition, the incumbent has the responsibility for providing training and assisting less experienced employees.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Screen, interpret, and direct visitors and callers to the appropriate program personnel, sort and route incoming correspondence, arrange and prioritize correspondence for the Division Chief's personal reply with appropriate background material attached for reference. Arrange meetings for Division management, prepare agendas, assist meetings by ensuring appropriate audiovisual equipment is available and working, and make adjustments as necessary in scheduled meeting times/locations. Respond to inquiries from the Executive Office and other external stakeholders on behalf of the Division Chief.
30% - E	Work with Executive Office, Division Chief, Assistant Division Chief, and branch chiefs to track assignment status and deadlines within and beyond the Division. Identify top priority assignments for review and route following appropriate procedures within the Division, with other divisions, and with the Executive Office (this includes document remediation and CARB Tracks).
15% - E	Assist in the management of office workload and planning activities for the Division. Relieve the Division management of routine office details; maintain confidential, administrative, and other files; and assist in analyzing and establishing procedures for support staff, including drafting and updating manuals and training new support staff.

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15% - E	Review outgoing correspondence prepared by other staff members for Division management or Executive Office signature to ensure the documents are consistent with administrative policy and free of formatting, grammatical, and clerical errors. Gather and summarize data and prepare reports and correspondence.
5% - M	Research confidential and sensitive division program issues. Write procedures and administrative policies for division operations. Prepare travel approval documents, make travel arrangements, and prepare travel expense claims for Division management. Other duties as needed including assisting with sign-ins for meetings, ordering supplies for the Division Office.